

2-03.11.0 LAND SURVEY EXCEPTION. A Land Survey Exception is a proposed land split that would ordinarily require a plat. Due to the small size and simplicity of the design, an exception to the regular land survey platting process may be granted in the specific circumstances outlined in the following standards.

11.1 Applicability. If the property meets the following criteria, a land survey exception may be applied for:

- A. New streets are not proposed.
- B. Parking area access lanes (PAALs) are not proposed.
- C. All street frontage has existing sidewalks and curbs.
- D. The property is not within a Land Use Code overlay zone.
- E. The property is not effected by the Floodplain Ordinance, Chapter 26 of the Tucson Code.
- F. Threshold retention and/or detention are not required.
- G. Common areas are not proposed.
- H. A Homeowners Association and CC&Rs are not required.
- I. Assurances are not required.
- J. The property is not affected by Chapter 29 of the Tucson Code, W.A.S.H. Ordinance.
- K. The property prior to the split is less than 1 acre in size.
- L. New lots do not cross existing land survey lot lines.

11.2 Preapplication Conference. The criteria set forth in 2-03.11.1 must be complied with for the proposal to be considered as a Land Survey Exception. Review at a preapplication conference is required, at which time the applicant will provide appropriate information to show that the criteria in 2-03.11.1 have been met. Determination as to whether or not a Land Survey Exception will be accepted for submittal will be made at the CDRC preapplication meeting. Engineering and Zoning preapplication comments must be included with the formal submittal.

DSD is to be contacted for scheduling the preapplication conference.

11.3 Application. Submittal requirements for a Land Survey Exception include the following items.

- A. Submit the application form, completed.
- B. Submit appropriate fees.
- C. Submit twenty-six (26) blueline prints of the Land Survey Exception Record of Survey.
- D. Engineering and Zoning pre-application comments.

11.4 Review. Land Survey Exceptions will be reviewed through the same process as a plat. After acceptance of the submittal, the documents are distributed to the CDRC members for review and comment. Each CDRC agency's response shall indicate whether or not a resubmittal is required.

11.5 Resubmittal. Should a resubmittal be required to address CDRC comments, the applicant will submit a detailed letter of explanation with the resubmittal packet. The letter will address each comment as presented in the CDRC response letter and discuss revisions made to the plans arising from these comments. Sufficient copies of the letter will be included in the resubmittal to attach to each blueline print submitted.

Any revisions made in addition to those requested in the CDRC response letter must be specifically addressed.

- 11.6 Determination of Land Survey Exception Applicability. If, in the course of review, it is determined that a plat is required, the applicant will be so notified. The applicant has (1) one year from the date of application to obtain approval and recordation of the plat. If, at the end of that time, the plat has not been approved, it must be revised to be in compliance with all regulations in effect at that time, and must be resubmitted for a full CDRC review.
- 11.7 Land Survey Exception Record of Survey Format. The information required as part of the Land Survey Exception submittal will be shown graphically or provided by notes on the record of survey.
- A. All mapped data on the Record of Survey will be drawn at the same standard engineering scale, having no more than forty (40) feet to the inch. The scale provides staff the ability to verify dimensions more easily. It also affords greater clarity after photographic reduction (microfilming) for record-keeping purposes.
 - B. Each sheet will measure 24" x 36" and include a two (2) inch margin on the left side and one-half (½) inch margins on the remaining sides.
 - C. All lettering and dimensions will be the equivalent of twelve (0.12) point or greater in size. The purpose of this requirement is to assure that the lettering is legible when reproduced or when photographically reduced (microfilmed) for record keeping purposes.
 - D. A small, project-location map will be provided, drawn at a scale of 3" = 1 mile. If possible, the map should be located in the upper right corner of the sheet. On multiple sheet drawings, the map will be located on the first sheet. The location map will provide the following information.
 - 1. Show the subject property approximately centered within a one (1) square mile area.
 - 2. Identify conditions within the square mile area, such as land surveys, major streets, major watercourses, and railroads. Reference recorded land survey plats by book and page numbers.
 - 3. Section, township, and range; section corners; north arrow; and the scale will be labeled.
 - 4. The City's jurisdictional limits will be shown, if within the mapped area.
 - E. Place the words "Book ____ Page ____" in both the upper and lower right corners outside the margin line. The blanks will be completed by the Pima County Recorder's Office at the time of recordation.
 - F. A title block with the following information is to be provided approximately in the lower right corner of the first page of the Record of Survey.
 - 1. The first line of the title block must read, "RECORD OF SURVEY".
 - 2. Provide the proposed name of the Land Survey Exception.

3. The number of proposed lots is to be noted.

4. A brief legal description.

- G. The north arrow and scale should be placed together on each sheet, preferably in the upper right corner of the drawing.
- H. When possible, the drawing should be oriented with north toward the top of the page.
- I. A legend which shows and describes all symbols used on the drawing will be placed on either the first sheet or the first sheet which contains all or part of the drawing.
- J. Line weights will reflect the nature of the line, e.g., right-of-way lines will be more prominent than lot lines or easements, and drainageways will be in heavy solid lines except at street crossings.

11.8 Land Survey Exception Record of Survey General Notes. The following general notes will appear on the record of survey. Additional notes specific to each project are required where pertinent.

A. Ownership and Preparation Notes.

- 1. List the names, addresses, and telephone numbers of the primary owners of the site.
- 2. List the name, address, and telephone number of the person, firm, or organization that prepared the record of survey and the applicable registration number, along with the seal and signature, of the land surveyor or professional engineer.

B. Zoning and Land Use Notes.

- 1. Place the S(YR.)-___ Land Survey Exception case number in the lower right hand corner of the plan next to the title block. The S file number will be provided after application and should be added to the drawing on subsequent submittals.
- 2. List as a general note: "Existing zoning is ____."
- 3. Add the following note: "The number of lots is ____."
- 4. Add a note listing the gross area of the existing parcel.
- 5. Add the following note, "There will be no further division of lots without the expressed approval of the City of Tucson."
- 6. On single family projects bounded or intersected by a Major Street or Route, list the following note: "Lots with frontage on a street designated a Major Street or Route shall have ingress-egress designed in a manner so

that motor vehicles do not back out onto the Major Street or Route, through the use of circular drives, turnarounds, or other similar solutions."

C. *Utilities Note.*

1. All plans are to include the following note: "Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public."

11.9 Record of Survey Standard Paragraphs

- A. Certificate of Survey. Include the following paragraph signed and sealed by a Registered Professional Land Surveyor:

CERTIFICATE OF SURVEY

"I hereby certify that the boundary survey as shown on this Record of Survey was performed under my direction and that all existing or proposed survey monuments and markers shown are correctly described. I further certify that this Record of Survey was prepared under my direction."

- B. Dedication. Include the following paragraph:

DEDICATION

"We the undersigned, hereby warrant that we are the owners and the only parties having any interest in the land shown on this plan, and we consent to the split of said land in the manner shown hereon."

"We hereby grant to the Public and all utility companies all easements as shown hereon for the purposes of access, installation, and maintenance of public sewers and utilities and other uses as designated by this plan."

"We, the undersigned, do hereby hold harmless the City of Tucson, its successors and assigns, their employees, officers, and agents from any and all claims for damages related to the use of the property depicted on this plan now and in the future by reason of flooding, flowage, erosion, or damage caused by water, whether surface flood or rainfall."

Add the signature lines for the property owners.

- C. Recording Data. Include a 5"X5" box for the County Recorders stamp. The title over the box must read, "RECORDING DATA".

11.10 Survey Information

Arizona Boundary Minimum Standards - Arizona State Board of Technical Registration

- A. Indicate primary control points, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the Record of Survey will be referred. At least one (1) corner of the property will be tied by course and distance to a section corner, a quarter section corner, or an established City or County survey monument. The plan must include a description of that corner marker and an indication of how the bearings were determined. Corner tie recordation information is to be provided on the plan.
- B. Indicate property boundary lines, lot lines, centerlines of streets, and easements, with accurate dimensions, bearings, or deflection angles and radii, arcs, and central angles of all curves.

C. Additional details to be shown are as follows.

1. Basis of bearings - The purpose of the basis of bearings on a survey is to enable another surveyor to retrace the original survey. As such, the statement must be referenced to found, readily locatable monuments. There are three general methods of establishing bearings.

- a. Reference to a record of survey or a recorded plat.
- b. Astronomic (normally solar or Polaris).
- c. Assumed.

The basis of bearings should be established from two (2) found, physically monumented points described and shown on the plan. If the monuments at each end of the reference line are fully described on the plan, they need not be described in the "Basis of Bearings" statement.

2. Label all boundary lines as to exact nature.
3. All boundary monumentation must be labeled as "found" or "set."
 - a. Fully describe and show all markings on found monuments.
 - b. A one-half ($\frac{1}{2}$) inch iron rod tagged by a registered land surveyor will be set at all corners upon completion of construction.
4. Show the distance and bearing between all monuments used. Indicate whether measured or calculated. Measured is the physical, direct occupation of a point/line by line of sight and not through calculations of other measured distances.

11.11 Existing Conditions

- A. All easements of record will be drawn on the plan, and recordation information, locations, widths, and purposes shall be included.
- B. The following information regarding the existing public right-of-way will be provided: the name, right-of-way width, recordation data, type and dimensioned width of paving, curbs, curb cuts, and sidewalks.
- C. The following information regarding existing utilities will be provided: the location and size of water wells, water pumping plants, water reservoirs, water lines, fire hydrants, and storm and sanitary sewers, including the pipe diameter and the invert and rim elevations of all manholes and cleanouts; the Pima County Wastewater Management Department (PCWMD) reference number; locations of gas lines, electric and telephone lines, poles, and on-ground junction boxes, and street lights. If water mains and sewers are not located on or adjacent to the tract, indicate the direction, distance to, and sizes of those nearest the property. Show sewer line invert elevations.

- D. If a project is split by one (1) or more zoning boundaries, all zoning classifications, on and adjacent to the project, shall be indicated on the drawing with zoning boundaries clearly delineated.
- E. Projects bounded by streets having only a portion of the *Major Streets and Routes (MS&R)* right-of-way width will be required to dedicate right-of-way to the MS&R width. Right-of-way dedication is required prior to Land Survey Exception approval. Include right-of-way dedication recordation information on the plan.

11.12 Proposed Conditions

- A. All proposed easements (utility, sewer, drainage, access, etc.) are to be dimensioned and labeled as to their purposes and whether they will be public or private. Recordation information (docket and page) must be included on the plan prior to final approval.
- B. Show no-vehicular access easements where applicable.
- C. Show all proposed lot lines.
- D. Identify each proposed lot by number, and include the square footage of each.
- E. Show locations of all proposed driveways. A driveway can only access two units. Accessing three or more units off a single access point requires the development of a street or PAAL. The development of a street or PAAL requires a plat.